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CONFIDENTIAL

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending **8 October 1953**

A. Personnel	On Duty	Vacancies	In Process
Office of Chief		1	1
Rcds. Mgt. Section		0	7
Rcds. Center Section		1	0
Mail Control Section		1	19
		3	27

25X1

1. No. on leave three days or more:
   Records Mgt. Section- 1
   Mail Control Section- 2
   Records Center Sec.- 0

2. No. on special detail out of office 1. How long?
   Records Mgt. Section- 0
   Records Center Section- 0
   Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:
   Records Management Section- 0
   Records Center - 5
   Mail Control - 12

5. Specific cases on item 4 not in previous reports. _____

6. New applicants interviewed -. Recruited by Personnel -.
   Recruited by this office -.

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B. Administration and Problems:

Records Management Section - The Area Records Officers (3 persons) of the DD/A area attended the Vital Materials training session conducted at the Repository.

The report for the week ending 24 September 1953 included a statement that 431,000 IBM cards had been deposited in the Repository by OCD/IR. An actual card count of this deposit shows that the count should have been 321,087. These cards are used as an index to the Industrial Register film. The documents are filmed in document number sequence and accretions are simply added to the end. The cards contain the document number and codes for the geographic area, film number, product code, country code, information date and usage code. The cards are in document number sequence by area. From any selected card, the related documents can readily be located on the film.

Records Center Section - In view of the recent commitment to release the [redacted], an effort was made to expedite the delivery and installation of the shelving ordered for the Rosslyn building. The Republic Steel Corporation, who was awarded the contract, states that the earliest that installation can be completed will be the first week in November. The shelving is being shipped from Ohio on 26 October by truck. An installation crew will go to work the day after it is received.

25X1

The changes in the Rosslyn building, requested as the result of the decision to concentrate the Records Center operations there, are now in process. Arrangements are now being made to start next week to transfer the remaining records and the shelving in [redacted] to Rosslyn.

1

Mail Control Section - Starting this week, couriers are being permitted entrance to the Printing and Reproduction Plant upon presenting their courier badges and their courier credentials. This eliminates the previous requirement of completing a visitor's pass.

Following the move of the Payroll Section to Alcott Hall, it has been necessary to provide special courier service between that Office and the Machine Records Branch in order to permit processing of the payroll on time. The Motor Pool has made another car available for this service.

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Mail Control Section (Cont'd)

On Monday, 5 October 1953, the Office of Collection and Dissemination called the Mail Control Section to ascertain whether or not a special courier run could be established between the Department of State and one of their offices which has been transferred under OCD and tentatively scheduled to be located in Tempo [redacted] Building. 25X1

On Tuesday, 6 October 1953, [redacted] met with [redacted] 25X1
of OCD to discuss this matter. The requirements as presented by [redacted] are outlined as follows:

a. That two (2) scheduled trips be performed each day, one (1) in the morning and one (1) in the afternoon.

b. That approximately twenty (20) mail bags containing foreign publications be picked up at New State Building, Room 121, and delivered to the second floor of Tempo [redacted] 25X1
Building.

c. That upon delivery of mail to Tempo [redacted] the 25X1
couriers will pick up approximately five (5) mail bags containing books and publications and deliver same to State Annex #1, basement mail room.

The Mail Control Section will be able to honor this request under the conditions shown below:

a. There is a vehicle available between the hours of 10:30 A.M. - 11:30 A.M. and 2:30 P.M. - 3:30 P.M. The Mail Control Section will be unable to handle this request unless the runs are scheduled at these times.

b. The twenty (20) bags are to be delivered to the Tempo [redacted] Building where they will have to be carried up one (1) flight of stairs. It would facilitate the handling of these bags if another courier was provided for this run.

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APPENDIX B — Week ending 8 October 1953

	This Week	Average Week Last Fiscal Year
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	14,529	9,735
2. Records Center - (all figures in cu. ft.)		
Records received for processing and storage	44	-
Reference to records material	154	178
Records Material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	837	624
Intelligence Reports	57	145
b. Supplemental Distribution:		
Information Reports	* 742	306
Intelligence Reports	222	191
Notices	4	32
Regulations	188	144
Others	0	9
c. Initial Distribution		
Notices	2	3
Regulations	0	1.7
Others	0	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	5,186	5,064
Outgoing	8,991	6,537
b. Postage expended	$867.24	$800.12
c. Scheduled courier trips	240	240
d. Special courier trips	82	55.3
e. Inter-Agency mail by courier		
Incoming	687	956
Outgoing	1,291	1,313
f. Personnel actions		
Recruitments	1	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	3	-
Available but delayed	0	-
Not available	0	-

* 3,750 sheets of Ozalid paper used for duplicating these reports.

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